



# County of San Bernardino

## Running Predefined EMACS Queries

### Overview

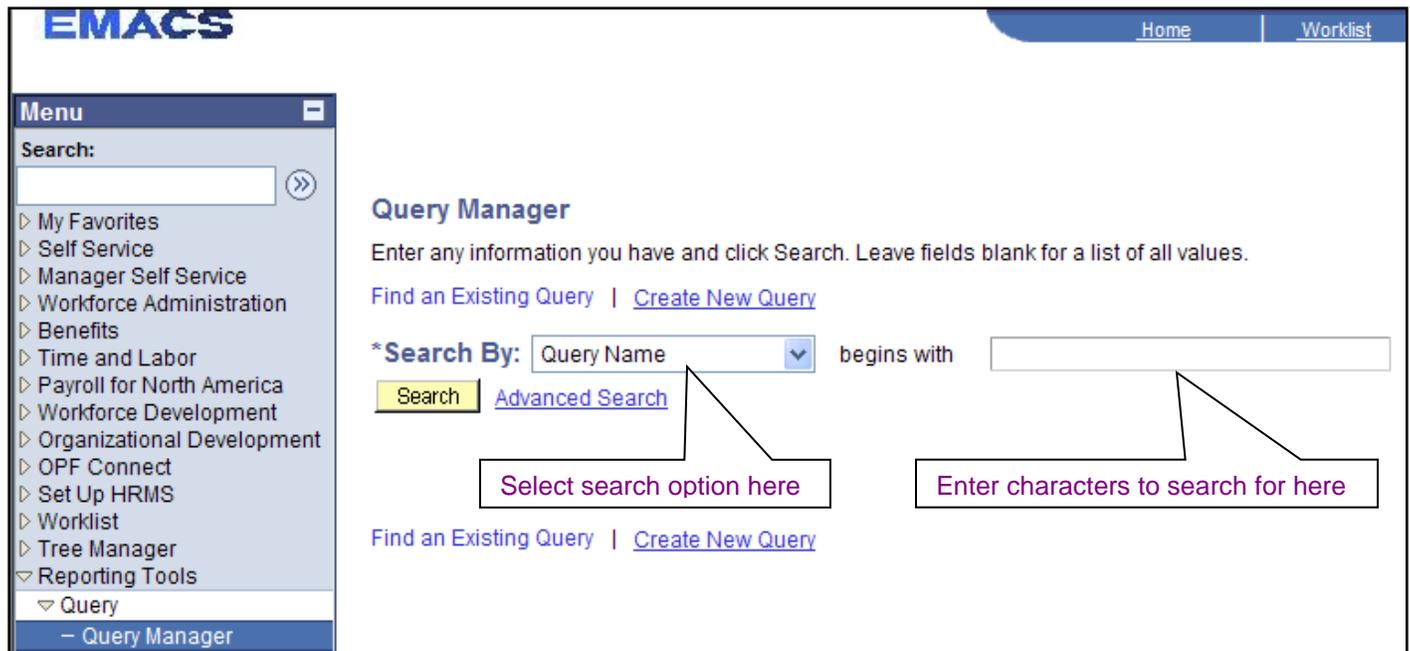
With the appropriate EMACS access, you can execute pre-defined queries. These include queries you previously created yourself (Private Queries) or those created by others and designated as Public (for general use). This document explains how to find and run these queries and display results on the computer monitor or download them to an Excel spreadsheet.

### HOW TO FIND, SELECT AND RUN QUERIES

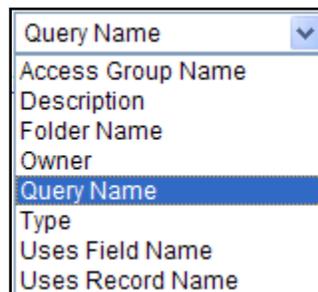
#### 1. NAVIGATION

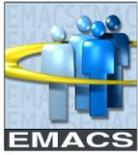
**Reporting Tools > Query > Query Manager**

The Query Manager Search page opens



The '**Search By**' drop down menu offers the search options shown below. Although other options are available, the most meaningful searches are by Query Name, Description or Owner - Public or Private.





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### 2. SEARCH FOR A QUERY

To search for all predefined queries, simply click the **Search** button.

To find a specific query, select one of the search options to restrict your search.

- If you select *Query Name*, *Description*, *Uses Field Name*, or *Uses Record Name*, the 'begins with' field remains open. Enter the first few characters of the name or description and click on **Search**.
- If you select *Owner*, a new drop down menu will replace the 'begins with' field. Select Public or Private and click on **Search**.

**Query Manager**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  =

[Advanced Search](#)

Callout 1: Click here for more search options (points to Advanced Search link)

Callout 2: Select Public or Private (points to Private dropdown)

For more search options, click the *Advanced Search* link.

**Query Manager**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Query](#) | [Create New Query](#)

Query Name:

Description:

Uses Record Name:

Uses Field Name:

Access Group Name:

Folder Name:

Owner: =

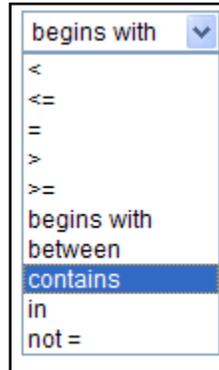
When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

[Basic Search](#)



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The *Advanced Search* drop down menus offer several condition types in addition to 'begins with', such as *contains*, *between*, *equal to*, *less than*, or *greater than*, Select a search condition, enter the characters to search for and click **Search**.

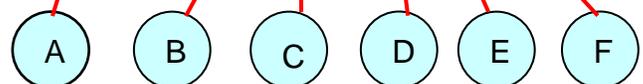


After clicking the **Search** button, all queries that satisfy the search options will appear. If more than 300 queries satisfy your search options, only the first 300 will be listed. The following information will be displayed for each query:

- Query name.
- Brief description of the query.
- Ownership (Public or Private).
- Allowed actions (based on security access).

### 3. SCROLL TO THE QUERY YOU WANT TO RUN

A group of the first 30 query names will appear. To see more of the list, use the navigation buttons and links located on the header bar below.



- A. Click *View 100* to display 100 query names instead of 30. If selected, the link will change to *View 30*. Use this option to increase or decrease the number of query names displayed at one time.
- B. *First* jumps the display to the beginning of the list.



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- C. *Left Arrow* pages backward to the previous group of query names in the list.
- D. *1-30 of 300* Indicates the first/last queries currently displayed from the list.  
Note: 300 queries are the maximum that can be displayed at one time from the search criteria.
- E. *Right Arrow* pages forward to the next group of query names in the list.
- F. *Last* jumps the display to the end of the list.

### 4. LOCATE THE QUERY YOU NEED

You have two options for running a query from this page.

**HTML** - On the same row as the query name, under the column header *Run to HTML*, click the **HTML** hyperlink to send the results to your computer monitor.

**Excel** - If you prefer to send your results directly to **Excel**, click that hyperlink in the *Run to Excel* column.

Query							
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel
<input type="checkbox"/>	SB_DEPTID	Deptid	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>
<input type="checkbox"/>	SB_DEPTL_ALL_EXPENSES	prompt by ppd and deptid	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>
<input type="checkbox"/>	SB_DEPTL_ALL_EXPENSES_EMPLID	prompt by ppd and emplid	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>

**Edit** - The Edit hyperlink takes you into the query. If you want to modify a public query, click on Edit.

### 5. A NEW WINDOW OPENS WITH THE RESULTS OF YOUR QUERY

The following example shows results from running the query 'SB\_DEPTID':

DeptID	Descr	Location
1	10000 Board Of Supervisors	DL0016
2	10001 BOS Legislative Affairs	DL0016
3	11000 County Administrative Office	DL0001
4	11001 Economic Development Function	DL0130
5	11002 CAO Inland Counties Emergency	DL0001



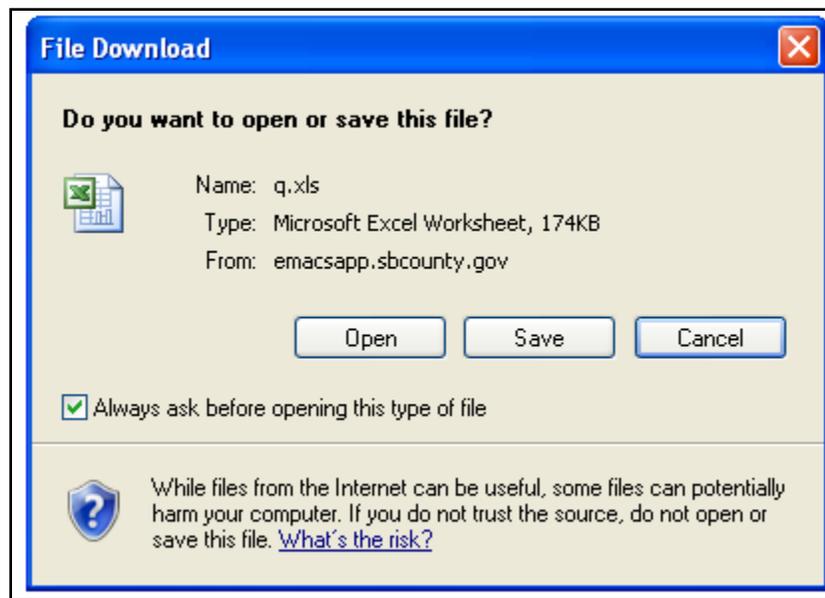
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### 6. QUERY RESULT OPTIONS

- View the results on your monitor.
- Print the results directly to a printer by clicking the printer icon on the toolbar at the top of the page. Please be aware that printing at this point will cause only the results currently displayed on the page to be printed. In the above example, only rows 1 thru 100 (of the 1688 total) will be printed. If you want all query results to print, you must click on the [View All](#) link before printing the results.
- Download your results to a file.

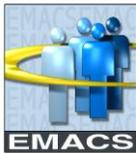
### 7. DOWNLOAD TO MICROSOFT EXCEL

Click on the **Excel Spreadsheet** link. This will transfer all of the results (not just those displayed on the page) to an Excel spreadsheet. You will receive this message:



Click on the *Open* button. An Excel spreadsheet will appear with all query results downloaded into the spreadsheet. From this point, you can take advantage of the capabilities available in Excel to sort, format and print the results as desired. Results will be formatted like this:

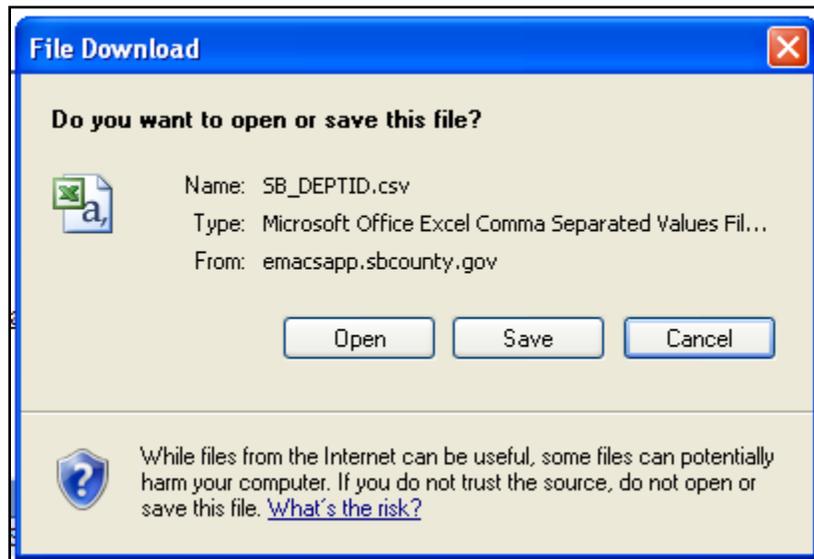
	A	B	C
1	<b>Deptid</b>	1688	
2	<b>DeptID</b>	<b>Descr</b>	<b>Location</b>
3	10000	Board Of Supervisors	DL0016
4	10001	BOS Legislative Affairs	DL0016
5	11000	County Administrative Office	DL0001
6	11001	Economic Development Function	DL0130



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### 8. DOWNLOAD TO CSV TEST FILE

To do this, click on the **CSV Text File** link. This will transfer all of the results (not just those displayed on the page) to an Excel spreadsheet. You will receive this message.



Click on the *Open* button. An Excel spreadsheet will appear with all query results downloaded into the spreadsheet. Again, you can take advantage of the capabilities available in Excel. Results will not be formatted.

	A	B	C
1	DeptID	Descr	Location
2	10000	Board Of Supervisors	DL0016
3	10001	BOS Legislative Affairs	DL0016
4	11000	County Administrative Office	DL0001
5	11001	Economic Development Function	DL0130

Two advantages of using Downloading to **Excel Spreadsheet** rather than **CSV Text File** are that your results are formatted and leading zeroes are maintained in your results. For example, if your query results included position number, position number 00000008 would appear as 00000008 on the Excel file but as 8 in the CSV Text file.